

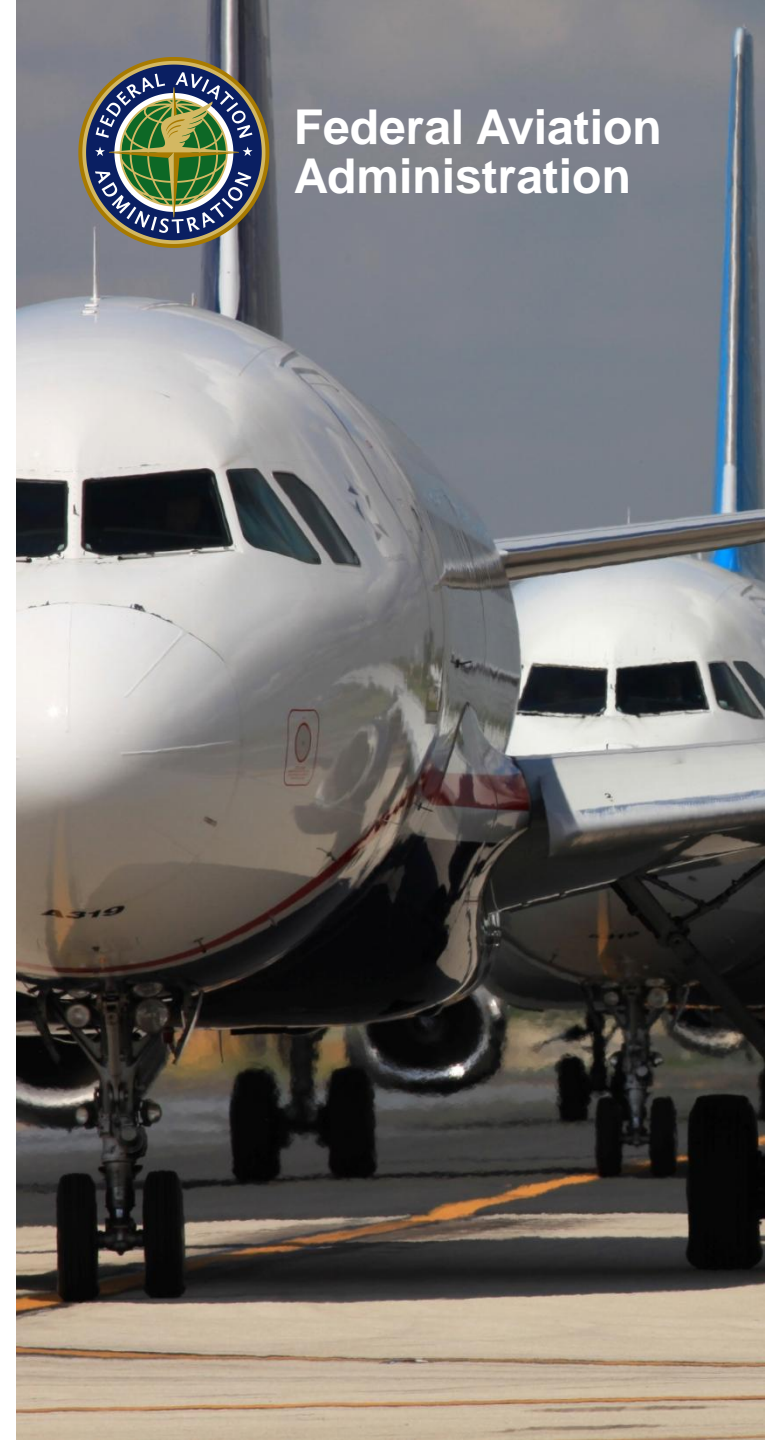
# How to conduct a successful Local Runway Safety Action Team (LRSAT) meeting

Presented to: ATMs

By: Runway Safety Program Office



Federal Aviation  
Administration



# Purpose of the Local RSAT

- **FY-2013 Strategic Activity identified to reduce risk of runway incursions.**
- **Bring the whole 'Team' together at least once per year to discuss surface safety.**
- **Try not to think of it as Local RSAT = small meeting and Regional RSAT = big meeting.**
- **The point is to get all of the pertinent players to the table at least once per year – regardless of who is leading the meeting.**



# Purpose of the Local RSAT

**Once you have the whole team together, you can:**

- Discuss any changes or construction that may impact operations in the coming year.
- Review your operation, incident history, airport layout and hot spots.
- Develop an Action Plan to address any issues identified.
- Track the effectiveness of any action items previously implemented.



# Overview Timeline

Complete?	Timeframe	Action
	1 year – 45 days before your meeting	Meet with your Airport Manager and choose a date for your meeting.
	45 days – 1 week before your meeting	Prepare your presentation and gather necessary resources.
	30 days before your meeting	Send invitations out to your team members.
	1 week before your meeting	Send a reminder email to your team.
	Day of the RSAT to 1 week after	Write your Runway Safety Action Plan (RSAP) and send it to your team.
	2 weeks after distributing the draft RSAP	Finalize the RSAP and send to the Runway Safety office, District Manager and your team.



# Process

## Step 1:

### Get together with your airport manager.

- Discuss the purpose of the meeting and agree on a date, time and location. Pick a date at least 45 days out.
- **Get a tenant list** from the airport manager (this will help you in Step 2).
- Request that the airport manager or someone from their staff present information during the meeting – such as future plans, upcoming construction, past lessons learned, etc.



# Process

## Step 2: Send out invitations.

***You are inviting your entire Runway Safety Action Team.***

***Who should be on that team?***

- Airport operator and their employees (plow / mower operators, airfield inspectors, etc.)
- Terminal District Manager and/or designee
- Tech Ops (local SSC Manager and District Manager or designee)
- NATCA/facrep and your controllers
- Airline representatives (if you only have access to the station manager, request that the invite be forwarded to the chief pilot or safety representative)
- Fixed Base Operators (FBOs) and flight schools
- Local flying clubs and pilots based on the field
- Flight Standards (FSDO and FAAS team members)
- Airports Division representatives (ADO and Region)
- ARFF or local Fire Department (whoever responds to emergencies on the field)
- Runway Safety Program Manager for your region
- Appropriate Service Center personnel
- Anyone who operates in the AOA

*Tip – Create a mailing list and review it with your airport manager prior to sending out invites each year.*

*Your Runway Safety Program Manager can help you identify regional and service area contacts.*



# Process

## Step 3:

**Enter your meeting date and time on the calendar:**

### KSN Calendar and Resources

**In addition to helping the Air Traffic Districts and Runway Safety keep track of when meetings are scheduled, you can also download a customizable PowerPoint presentation, training animations and other helpful information while you're here.**

*Tip: If you would like help in attracting local pilots, be sure to check the "Advertise on FAASTeam website" box.  
This web site alerts pilots to events happening in their area.*



# Process

## Step 4:

### Use the resources available on the KSN site:

- Invitation to customize and send to your team
- Agenda to ensure all required items are covered
- Sign-in sheet so you are able to share your action plan with the entire team
- PowerPoint presentation that is customizable and will lead you through a comprehensive, directed discussion





# Process

## Step 5:

### Request support

- Your Regional Runway Safety Program Office will be able to supply you with your facility's incident and action item history.
- They can also help advertise your meeting by posting a notice on the [FAA Safety Team's website](#).
- You can order hand-out materials from the link on the KSN calendar.
- If you do not have the required resources to give a presentation (projector, meeting space, laptop, etc.) ask your airport manager, other major tenant, FAAS Team Rep or District Manager/POC to see if they can help out.



# Process

## Step 6:

**Customize the PowerPoint presentation you downloaded from the KSN site with your local information.**

**It may seem long... but don't panic! It goes by fast. Also, feel free to change or shorten it to make it more pertinent to your audience (i.e. if you have primarily pilots attending, you might want to remove a couple of the driver-oriented slides or vice-versa).**



# Process

## Step 7:

**As the meeting date approaches...**

- **Check your RSVPs against the size of your meeting space.**
- **Ensure you will have the necessary facilities to show a PowerPoint presentation (projector, computer, screen, etc.).**
- **Send out a reminder email to your list of invitees.**



# Meeting Day

## Lead the meeting

- **Designate someone to take notes – they will help jog your memory as you write up your action plan.**
- **Ensure everyone is heard.**
- **Make sure discussions stay on track.**
- **Thank everyone for their participation and attendance.**



# **A note about Action Items...**

**As you develop Action Items, please keep in mind:**

- **Action items developed during an RSAT are voluntary, consensus driven, and are not regulatory.**
- **You must have agreement from the party who will be responsible for implementation.**
- **If they are not present at the meeting, please ensure coordination prior to finalizing the action plan.**
- **If you need assistance coordinating action items, please contact your regional runway safety program office.**



# Follow-up

**ASAP - While your memory is fresh:**

- **Write up the initial draft of your Runway Safety Action Plan (RSAP).**

**A template is available on the KSN site.**



# Follow-up

- **Send a draft version of the RSAP out to your team members for review. (Everyone on your sign-in sheet plus your regional runway safety office.)**
- **Give a finite date for feedback (2 weeks should be sufficient).**



# Follow-up

**Incorporate feedback as necessary and send the final RSAP to your Regional Runway Safety Program Office and your District Manager (or their designee). Copy your team – both those in attendance and those invited but unable to attend.**

***(This needs to be accomplished within 45 days per Order 7050.1)***

Attach the fillable .pdf form “Runway Safety Action Team Meeting Feedback” found on the KSN site.

This will allow us to continue to improve the RSAT process.

**Save a copy for your records.**





# Feedback

- **Let the Runway Safety folks know how the products worked for you (PowerPoint, animations, this training, handouts).**
- **What would you like to see done differently?**
- **What worked really well?**

**Send feedback to:**

**[Runway Safety Feedback](#)**

